

CSBG Recovery Act Local Plan

Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.

Submit To:

Department of Community Services and Development
Attention: Community Services Division
P.O. Box 1947
Sacramento, CA 95812-1947

Section I - Agency Information

Agency Community Services Employment Training, Inc. (CSET)

Address PO Box 1350

City Visalia, CA 93279

Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person Carla Calhoun

Title Deputy Director

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Section II - Certification

- 1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding. ✓

The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.


Board Chair

05-06-09
Date


Executive Director

5-7-09
Date

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Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number 91285288

Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number CAGE#: 3PAC7

Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

A) Describe how your agency made this Local Plan available for public inspection.

This local plan has been posted on CSET's website, www.cset.org, along with an invitation to comment via an email link. Comments received will be reported to CSET's Board of Directors for consideration at its next regularly scheduled meeting on Monday, May 18, 2009. In addition, input will be sought and considered through CSET's community outreach and public hearing process, which is scheduled for May-June 2009, in preparation of our 2-year CSBG plan. Any changes that are subsequently made to the local plan will be posted on CSET's website as well.

Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

High unemployment and persistent poverty are endemic in Tulare County. The unemployment rate for March 2009 was 17.7 % for the county, 5th worst in the nation. At least 8 Tulare County communities reached unemployment rates from 32% to nearly 50% (CA Employment Development Department, Labor Market Information Division, preliminary data not seasonally adjusted). CSET will dedicate its Recovery Act resources to alleviate these conditions of poverty by providing services and activities that lead to job creation and retention through a number of strategies detailed in the Activities section. Our plan also increases access to emergency food provisions and housing for low-income families countywide, as well as strengthens wraparound services provided in Earlimart, where unemployment is consistently above 40%, through our developing family resource center.

B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

CSET delivers a broad range of services to strengthen youth, families, and communities through offices and program sites located throughout the county. CSET's programs are provided by four departments: Community Initiatives, Housing & Energy Assistance, Workforce Development, and our local conservation corps - The Sequoia Community Corps. The planned activities will be operated by these existing departments and offices. Employment training will be provided by our Workforce Development Division, which participates in One-Stop Employment Centers. Housing & Energy Department will oversee delegate agencies to provide a greater number of families with emergency food provisions, and Community Initiatives will step up development of its affordable housing, asset development, and youth development programs for low-income families living in the county's many poor, rural communities.

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C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

Both short-term and long-term economic and employment goals are incorporated in our Recovery Act plans. Our plans also incorporate the needs of families and the communities in which they live. Short-term employment needs will be met through paid work experience opportunities, through which participants will receive pay for the time they are in job training activities. They will also gain access to further education, financial literacy skills development, and safe afterschool programs for their children, which benefit families and communities. Long-term outcomes will include job creation and retention, both through our agency and the private sector. Employers will gain access to our transportable computer lab, which CSET and our partners, including community colleges, adult schools, and chambers of commerce will use to offer trainings at employer sites to upgrade the skills of their current employees and for employers to learn about other resources. Entrepreneurship training will help those interested in starting their own business, or to grow their existing small business. These businesses will increase the vitality of the communities in which they locate.

D) Provide a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management and follow up consultations.

To meet significantly increasing need for services and to be fully accountable for Recovery Act funding, CSET will hire a CSBG coordinator who will be dedicated to coordinating the provision of information, referrals, case management and follow up, with both customers and partners. The Coordinator will also work with our partners and local government agencies to fill gaps in services. For example, CSET works with the Tulare County Workforce Investment Board to provide employment training and services to businesses; the Tulare County Health and Human Services Agency to provide work experience and job placement for those receiving cash aid; Central California Small Business Development Center is partnering with CSET to advance economic development through a One-Stop videoconferencing system; and CSET and Southern California Edison AGTAC are collaborating to link AGTAC classroom training and CSET's in-the-field training for a Green Careers training program. CSET also administers the Emergency Food and Shelter Program in Tulare County. These linkages provide CSET with the information to identify and fill gaps as they occur.

E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

CSET has the systems in place for ensuring Recovery Act funds are not used to supplant or duplicate existing programs, either in-house or those of our partners. Because no one organization can address the diverse needs of our area, our service delivery system incorporates other agencies and programs to provide a comprehensive approach to alleviating poverty. We have a proven operational infrastructure that ensures financial and program accountability. Our fiscal and administrative department will dedicate staffing to track CSBG Recovery Act program activities and expenditures separately from all other funding the agency receives and to separately track expenditures of delegate agencies providing services with Recovery Act funding.

F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

CSET's Recovery Act plan specifically addresses the community's needs for additional food provisions, increased housing opportunities for low-income families, and employment-related activities leading to good jobs. CSET will assist agencies who provide food to meet the increased need food pantries are facing. In addition, CSET has a number of innovative community initiatives in development, including development of a Community Housing Development Organization to create more affordable housing units and new asset development programs we intend to integrate across all our program areas. In addition, CSET will continue to assist low-income families to access affordable healthcare services.

G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).

CSET routinely conducts community needs assessments to effectively plan our resource development priorities and to determine program development needs. For example, CSET recently completed focused discussions with our workforce development partners and employers regarding job creation strategies. Monthly, our Community Initiatives department learns from local residents during meetings CSET holds in rural communities as part of our civic engagement and parent education programs. In addition, CSET participates in a number of coalitions and collaborations to assess needs such as homelessness through the Kings/Tulare Continuum of Care, the needs of children and families through the Children's Services Network, and gang involvement through a network of county and community level gang task force groups.

H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

CSET serves the residents and communities of Tulare County, California. The county's many unincorporated communities are distributed across 4,823.97 square miles, with a sparse population density of 76.3 people per square mile. To provide convenient and immediate access to services and opportunities, CSET locates most of its offices in rural, impoverished communities. CSET coordinates enrollment activities with other programs and partners, such as the Tulare County Health and Human Services Agency for CSET's Food Stamp Outreach program, to ensure we reach all eligible individuals and families. The Recovery Act funding allocated to CSET will be used only in Tulare County to serve low-income individuals, families, and communities. CSET plans to subgrant Recovery Act funding to local food pantries to provide additional food provisions needed to meet the short-term needs of low-income families.

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J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

CSET's Recovery Act services will be marketed through our existing programs (operated through 20 different contracts), partnerships, and existing education and outreach projects. These programs include utility assistance, home weatherization, financial education and housing counseling, which served 13 communities and approximately 4,000 families in 2008. In addition, both services and outcomes will be publicized through our relationships with local ethnic media. CSET staff are routinely invited to appear on local radio and television programs in Spanish. For example, Arriba Valle Central is a 2-hour morning Spanish language program that reaches more than 50,000 households from Merced to Bakersfield. Radio Campesina is a Spanish language radio station broadcasting from Visalia, reaching approximately 50,000 people per day in the Hispanic market throughout Kern, Tulare, Kings and Fresno Counties. Radio Grito also conducts CSET staff interviews and airs PSAs at no cost. The 100-watt station reaches the North Visalia area, currently the highest concentration of poverty in the city.

Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

CSET receives funding to operate the Low-Income HEAP and Department of Energy Weatherization Assistance programs in Tulare County. Through these programs, we have developed relationships with local energy providers to ensure their customers have access to these services. These providers are Southern California Edison (SCE), The Gas Company, and PG&E. We are also collaborating with SCE's AGTAC center located in Tulare County to link AGTAC classroom training and CSET's in-the-field training for a Green Careers training program. CSET will assure internal coordination with our Energy Department and the Corps.

B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

CSET is fortunate to operate three programs, which provide our customers with a comprehensive approach to achieving self-sufficiency with an emphasis in job placement. These programs are the Weatherization program funded by the CSD, Jobs Training and Education programs operated through CSET's certified local conservation corps - the Sequoia Community Corps, and Workforce Development programs funded through a number of sources, including the Tulare County Workforce Investment Board and the Employment Development Department. CSET coordinates these programs, which we have operated for more than 30 years, to provide education, training and placement in good jobs. For example, our conservation corps members receive training to complete a number of weatherization measures and, through the Recovery Act funding, will be placed in internships with our Weatherization subcontractors, including those that provide HVAC, insulation installation, windows, and appliance installation. CSET's Workforce Development Division consistently achieves a 90% positive completion rate for its Adult and Dislocated Worker programs.

Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

A.1) Project/Activity #1

Title	Private Sector Interns	
Cost	\$520,000	
Est. # of Jobs	<input type="checkbox"/> Created # 100	<input type="checkbox"/> Retained #
Description	The purpose of this project is to provide job training to unemployed Tulare County residents, while providing staffing support to businesses in the private sector. This job training will assist businesses in meeting their short-term goals, will provide wages in the short-term for job seekers while preparing them for jobs in the future. Jobs in WIB targeted industries, including "green" jobs will be given preference. Participants will be 18 and older.	

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A.2) Project/Activity #2

Title	Entrepreneurial and Other Business Training - Economic Development
Cost	\$15,000
Est. # of Jobs	<input type="checkbox"/> Created # 10 <input type="checkbox"/> Retained #
Description	In partnership with Central California Small Business Development Center, CSET will establish a distance learning network including video conferencing to support microenterprise training and consultations for residents of rural areas. QuickBooks and other training will be provided. It is anticipated that 40 entrepreneurs will participate and that 10 jobs will be created. The Central California Small Business Development Center will provide matching funds.

A.3) Project/Activity #3

Title	Workforce Staff Position Creation
Cost	\$161,556
Est. # of Jobs	<input type="checkbox"/> Created # 3 <input type="checkbox"/> Retained #
Description	CSET will hire 3 staff positions to provide career coaching and other workforce development services to employers and job seekers, including veterans, people with disabilities, dislocated workers, ex-offenders, farmworkers, and others in areas of county with high unemployment rates. These new positions will provide approximately 240 job seekers with on-the-job training or work experience in the 15 month period.

A.4) Project/Activity #4

Title	Administrative Staff Position Creation
Cost	\$292,741
Est. # of Jobs	<input type="checkbox"/> Created # 5 <input type="checkbox"/> Retained # 1 (.5 FTE)
Description	CSET will create the following new positions to support the operation of the CSBG Recovery Act programs: (1) CSBG Coordinator for Recovery Act programs, (1) Senior Accountant for Recovery Act programs, (1) Resource Development & Communications Coordinator for Recovery Act programs, and (2) Internship Coordinators for Recovery Act programs. In addition, CSET will retain a part-time Computer Technician, increasing the position from part time to full time.

A.5) Project/Activity #5

Title	Community Housing Development Organization (CHDO) Training
Cost	\$52,500
Est. # of Jobs	<input type="checkbox"/> Created # 6 <input type="checkbox"/> Retained #
Description	CSET will provide paid work experience to 12 participants (part-time) in the rehabilitation of a foreclosed property for the purpose of re-sale to a low-income homebuyer/rental to low-income families.

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

B.1) Subcontractor Project/Activity #1

Title	Delegate Agencies to Provide Nutrition
Subcontractor	Food pantries to be selected through an application process
Cost	\$40,000
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained # 3
Description	Because local food pantries are struggling to retain staff and pay for food and transportation, we will delegate this amount to local pantries in need of additional provisions. We estimate that 3 jobs will be retained.

B.2) Subcontractor Project/Activity #2

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Title		
Subcontractor		
Cost		
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #
Description		
B.3) Subcontractor Project/Activity #3		
Title		
Subcontractor		
Cost		
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #
Description		

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B.4) Subcontractor Project/Activity #4

Title

Subcontractor

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

B.5) Subcontractor Project/Activity #5

Title

Subcontractor

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.

CSET will request applications from local food pantries in Tulare County. Pantries with the ability to reach low-income families with their services and the ability to track and report those served with Recovery Act funds will be selected to participate.

In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.

C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. *in recognition of the Intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.*

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
1.1 Employment	Workforce Development	Projects A.1 and A.2
1.2 Employment Supports	Workforce Development	Projects A.3, A.4, A.8, and A.9
2.1 Community Improvement & Revitalization	Rehabilitation of foreclosed properties for low income families;	Projects A.5, A.6, and A.7
5.1 Broadening Resource Base	Resource Development to sustain Recovery Act	Project A.4
6.2 Emergency Assistance	Food provisions for low-income families	Project B.1

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D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

No infrastructure investments are requested.

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

☒ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.

☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.

☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.

E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.

Yes, CSET will use a PORTION of Recovery Act funds for administrative costs. These costs are associated with the Recovery Act projects described herein. For example, a CSBG Coordinator will directly oversee and track the projects by NPI and be responsible for reporting progress; the Resource Development Coordinator will prepare grant proposals to sustain the projects began with the Recovery Act funding to ensure the projects can be sustained after Recovery Act funding is no longer available; and the workforce staff hired will be directly responsible to the NPIs directly related to job creation projects.

Section IX - Required Disclosures

For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

CSET has no unresolved findings/recommendations, nor have we had any contracts terminated as a result of deficiencies.

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently, active provide the status.

CSET has no pending legal proceedings.

Section X - Barriers

For each question in this section, provide information on potential barriers to your agency's success.

A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).

To alleviate any barriers that could accompany a significant increase in funding and performance goals, CSET has worked across departments to increase efficiencies. The closer coordination among departments - both programmatic and administration - has already been implemented to optimize the provision of WX ARRA services. Monthly Leadership meetings attended by all affected departments will be held, and outcomes and performance will be reported to CSET's Board of Directors.

Section VIII - Workforce Development Projects and Activities (Continued)

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

A.6) Project/Activity #6

Title	Earlilmart Family Resource Center
Cost	\$66,432
Est. # of Jobs	<input type="checkbox"/> Created # 1 FTE <input type="checkbox"/> Retained # 1 (.20 FTE)
Description	Provide much needed comprehensive wraparound services of a Family Resource Center in this rural community where there are few resources and unemployment is persistently above 40%.

A.7) Project/Activity #7

Title	Pixley and Goshen youth centers
Cost	\$95,856
Est. # of Jobs	<input type="checkbox"/> Created # 4 FTEs <input type="checkbox"/> Retained #
Description	Provide much needed youth activities and employment services in these two rural communities where there are few resources.

A.8) Project/Activity #8

Title	Transportable Computer Lab
Cost	\$54,061
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	Development of a transportable computer lab will be used by CSET and its partners, including adult schools, chambers of commerce, and businesses to teach classes, support job training, and provide access to rural residents to classes and information.

A.9) Project/Activity #9

Title	Geographic Solutions software (Virtual OneStop)
Cost	\$75,000
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #

CSET will purchase the Virtual OneStop (VOS) web-based package, a highly acclaimed system for tracking and reporting customer program. Performance will be enhanced by this valuable tool, which will support Recovery Act programs by allowing case management across sites. VOS modules are integrated so that services can be provided via one interface with no duplication of data, files, or effort.

Description
